

STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900226-05

Sheet 1 of 1

SCHEDULE #: 87-0043-A

EFFECTIVE DATE: 05/31/91
Supersedes Schedule #: 87-0043
Effective Date: 03/04/87

Agency Code: 0414-021
Agency: Department of Education
Creating
Office: Office of Instructional Programs

Series
Title/Dates: "Gifted Education Program Annual Listings of Participants,"
1964 and continuing

Access: Open
Class: Individual

Related To: Documenting student participation in programs administered
for gifted students. The programs include the Governor's
Honor's Program, the Georgia Scholar Program, the Robert C.
Byrd Scholarship Program and others.

Arrangement: Chronological by school year; thereunder by program name;
then alphabetical by student name

Retention
Requirement: Audit period: five (5) years
Administrative: five (5) years
Federal regulation: five (5) years (34 CFR 654)
Archival appraisal: continued retention

Media: Paper (computer printouts)

Disposition
Instructions: Cut off at end of school year,
Hold in current files area one (1) year,
Make office reference copy and maintain until
no longer needed for reference,
Transfer record copy to State Archives for
Continued retention.

This records retention plan gives the State Records Committee approved
retention instructions for the named records series by the named creating
office.

Edward Weldon
Edward Weldon
Secretary of State Designee

6-6-91
Date



APPLICATION FOR RECORDS RETENTION SCHEDULE

861205-05

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Division of Curriculum Services Governor's Honors Program 1954 Twin Towers East Atlanta, GA. 30334	Application Number	87-43
Application Number		Date Received DEC 5 1986	Date Completed MAR - 4 1987

2. Person to Contact	Working Title	Telephone Number
Lonnie Love	Administrator	656-5812

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series	5. Records Series Title (followed by title used in office, if different)
Earliest 1964	Governor's Honors Program Annual Listing of Participants
Latest to Date	

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Governor's Honors Program Unit provides a flexible education program to meet the needs of many of Georgia's gifted and talented students through a summer program total learning experience on one of more of our college campuses. The program is designed to provide gifted tenth and eleventh grade students enrolled in Georgia's public and private secondary schools challenging and enriching educational opportunities not usually available in their regular school experience. The program is designed to assist students in recognizing their potential and empower them as life-long independent learners.

7. Record Series Description This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: The Ledger(Notebook) containing the annual listings of each participant in the Governor's Honors Program

Included are: Listings of participants for each school year since the inception of the Governor's Honors Program in 1964

File is arranged: Chronologically by school year

8. Monthly Reference Rate How often are records referred to which are:
One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;
twenty-five months and older _____?

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) current accumulation is two notebooks

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | |
|---------------------------------------|--|
| a. State Law _____ years. | d. Audit period _____ years. |
| b. Statute of limitation _____ years. | e. Administrative need _____ years. |
| c. Federal law _____ years. | f. Federal retention instructions _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

This Ledger should be held in the Current Files Area of the Governor's Honors Program Office until such time as it is no longer needed for reference. Then it should be transferred to the State Archives for Permanent Retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Lamm</i>	12/2/86	<i>Vickie Baker</i>	12/2/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>W. J. Lewis</i>	3-2-87
		Secretary of State/Designee <i>Edward Weiden</i>	2/26/89
		Attorney General/Designee <i>Samuel R. ...</i>	3/3/87